

TITLE I – 101

Part 1

Nebraska Department of Education

October 2011





Topics Covered in Part 1

- Eligibility
- District Size Requirements
- Nonpublic Schools
- Options for Title I Services
 - Targeted
 - Schoolwide
- Preschool
- Parent Involvement
- Materials & Equipment
- Records Retention
- Comparability
- Annual Participation Report
- Title I Application
- Waivers to Exceed Carryover
- Title I Contacts



Title I, Part A of NCLB

- Reauthorization of the Elementary and Secondary Act of 1965
- 670 page law provides funding to LEA (Local Educational Agencies)
- Funds distributed using poverty data
- Was scheduled for reauthorization in 2008
 - Still waiting



District Eligibility

- 10 low-income students that represent at least 2% of population
- Four different grants – Basic, Concentration, Targeted and EFIG (educational finance incentive grants)
- Districts located in a community having a census >20,000 are determined by USDE
- Remaining districts use free lunch and census data



Building Eligibility

- Poverty data of public and nonpublic students
 - Use common form of data
 - Free and reduced lunch eligibility
 - Count ALL students – public and nonpublic
 - Count option enrollment students and drop-outs
 - Count each student only once
 - June 1st is the date for the Omaha Area Learning Community to collect this data
- ❖ **Must** serve buildings with poverty of 75% or greater



Districts with More than 1,000 Students

- Rank order by District or Grade-Span
 - GMS does this for you
- Serve buildings $\geq 35\%$ poverty OR \geq District poverty OR \geq Grade-span poverty
- Building allocation is based on Per Pupil Amounts (PPA)
 - Distribute equally OR higher PPA in higher poverty buildings



Districts with Fewer than 1,000 Students

- Needs assessment for ALL students
- District decides which buildings are to receive Title I services
- Services are to be offered to the students who are most at risk—even if the building did not receive services previously



Grandfathering

- A building that received Title I services during the previous school year and is not eligible for the current school year may be “Grandfathered” for one year.



Nonpublic Schools

- Nonpublic students must reside in a Title I eligible public school attendance area
 - May be attending a nonpublic school in another district
- Annual Consultation
- Nonpublic School must agree to services
- Must be low-income nonpublic students to generate funds for services
- Must be academically eligible



Nonpublic Consultation

- Responsibility of public school
- Needs to be ongoing
- Identify needs of eligible students
- How, where, when, and by whom services will be provided



Nonpublic Consultation cont.

- How nonpublic school participants will be evaluated
- Size and scope of equitable services
- Method for determining number of low-income families residing in participating public school attendance areas
 - Surveys if no hot lunch program
- Services to be provided to teachers and families of nonpublic participants



Title I and Nonpublic

- Title I funds follow the low-income students
 - District must reserve the amounts generated by low income private school children who reside in participating public school attendance areas
- Program evaluation every year based on student performance



Two Options for Title I Services

- Targeted Assistance Program
- Schoolwide Projects



Targeted Assistance

- Needs Assessment - *Include ALL children in this process*
 - Use multiple sources of objective data
 - Preschool – 2nd grade use teachers, parents and developmentally appropriate measures
 - Standardized tests can be included beginning in grade 3
 - Automatically eligible students are offered services if needed (neglected/delinquent, homeless, and former Head Start students)
- Based on eligible students, determine services to be provided to help them meet Standards



Targeted Assistance cont.

- Parents notified of child's eligibility to participate in services
- Documentation supports absence of services (e.g. Parent refusal for services)
- Procedures for entering/exiting program
- Supplement not supplant



Enrollment

- If an eligible student is assigned, by the school district, to an attendance center other than where s/he lives, the student is considered a resident and can receive services in a Targeted Assistance Program
- If a parent makes that decision, student is not considered a resident of that attendance center and does not have to be served



Targeted Assistance

- Staff, materials, equipment funded by Title I used only for Title I participants
- Services must be coordinated and integrated with
 - Regular classroom
 - Other agencies providing services
 - Other federal, state, and local programs



Title I Funded Staff

- Supervisory duties similar to other staff
- If paid from federal funds, time and effort logs required
 - Semi-annually if paid from 1 source
 - Monthly if paid from 2 or more sources
- If substituting in a regular classroom, the district must pay for that time



Semi-Annual Certification
Activity Report for Employees Coded to a Federal Grant
School Year 20__ - __

_____ **Public Schools**

Title IA Funding (____%) and _____ Funding (____%)

For the 1st Semester 20__ - __ School Year

I certify that the employee listed below worked 100% of their time on a single federal award or cost objective.

Employee Name	Employee Title

Employee Signature

Date

Supervisory Signature

Date



SAMPLE



Schoolwide Eligibility

- Eligible if building poverty $\geq 40\%$
- Inform parents of option to have a schoolwide project
- Submit intent to plan by November 1st
- School continues to operate as a Targeted Assistance School (TAS) while developing Schoolwide (SW) plan.



Schoolwide Planning

- Plan must include required components
 - Comprehensive needs assessment
 - Effective teaching strategies for raising student achievement
 - Instruction by highly qualified teachers
 - High quality, continuous professional development
 - Meaningful involvement of parents and community in planning and implementation
 - Include students if a high school plan
 - Transition
 - Provide additional assistance to struggling students



Schoolwide Peer Review & Self Review

- Buildings will submit a complete Schoolwide plan every 3 years to be Peer Reviewed (due April 1st)
 - Typically this will occur in the year prior to District's NCLB Monitoring
 - ie. If NCLB monitoring is scheduled for 2012-13 (Year 1 of Cycle), School will participate in SW Peer Review in April 2012 (Year 3 of Cycle)
- Schoolwide plan is self-reviewed & revised as necessary the two years not participating in Peer review
 - Summary Score sheet due to NDE May 1st is sent as evidence of the self-review



Preschool

- Section 1115, Title I, children from birth to the age that the LEA provides a free public education may receive preschool services.
- Notify parents of all 4-year olds within designated attendance area
- Must follow Rule 11 requirements
- Complete sections of NCLB Consolidated Application
 - All children in attendance area of a schoolwide program are eligible for preschool services
 - Type of program (District-wide, Title I only, co-funded, etc.) and sources of funding
 - Location of preschool
 - Program objectives
 - Process for identifying eligible children
 - Who is invited to screening and how are they notified?



Preschool cont.

- Class schedule (Minimum of 12 hours per week)
- Parent Involvement
- Any coordination of Services
- Staff development
- Transition plan
- Evaluation process
- Title I Preschool Guidance:
(<http://www2.ed.gov/policy/elsec/guid/preschoolguidance.doc>)
- A later presentation on Preschool will be presented in collaboration with NDE Early Childhood and Head Start



Parent Involvement Requirements

- Parent Policy
 - District
 - School
 - May be one policy if requirements of both are included
- School/Parent Compacts
- Annual meeting
- Information provided to parents in language they can understand



Parent Involvement Requirements cont.

- Parent notification
 - Can request qualifications of their children's teachers
 - If their child will have a substitute teacher for 4 or more weeks
- If allocation is >\$500,000, 1% reservation for parent involvement activities



Title I Parent Policy Requirements

- Develop a common parent policy that establishes expectations for parent involvement and...
 - Involves parents in developing the plan.
 - Plans effective parental involvement activities.
 - Builds capacity for strong parental involvement.
 - Coordinates and integrates parental involvement strategies with other programs.
 - Conducts, with the involvement of parents, an annual evaluation of content and effectiveness of parental involvement policy.
 - Involves parents in activities.



Parent Compacts

- Must be jointly developed with parents and children served under Title I, Part A and must describe...
 - The school's responsibility to provide high-quality curriculum and instruction.
 - Ways in which parents will be responsible for supporting their children's learning.
 - The importance of communication between teachers and parents on an ongoing basis.



Materials and Equipment . . .

- ...previously purchased with Title I funds will continue to be used by Title I students participating in the Title I program.
- If a building is no longer eligible to receive Title I services, the equipment/materials must be moved to an eligible Title I building **Exception – ARRA funds**
- District will maintain one inventory of equipment purchased with Title IA funds. This includes deleting items once properly disposed of.



Records Retention

- Section 80.42 of EDGAR
(Education Department General Administrative Regulations)
- Six years will cover in most lengthy scenario.
- All financial records and supporting documentation
- All application, reports, and documentation
- Eligibility for school lunch program



Comparability

- Title I requirement to ensure that a district is providing comparable resources to Title I and non-Title I buildings
 - More than one building in a grade span with 100 or more students
 - Report data for each grade span that has a Title I building



Comparability cont.

- Students/Instructional Staff Ratio
- OR
- Students/Instructional Staff Salary Expenditures
 - Staff/pupil ratio in buildings served must be 10% or less than the ratio in non-Title I buildings served in each grade span
 - Not being comparable – must reduce district's allocation
 - Due annually on November 1st
 - A more detailed presentation on comparability is on the Federal Programs website.



Annual Participation Report (APR)

- APR Information is collected on the portal located in the CDC section (Consolidated Data Collection)
- There are 4 sections for Title I APR
 - Targeted & Schoolwide
 - Title I A Funded Staff
 - Neglected & Delinquent
 - Homeless
- Due June 30th



Title I Application

- ESEA/NCLB Consolidated Application
 - In the Grants Management System (GMS) accessed through the portal
- Cooperative Projects through an ESU or single district application
- Use Title I funds to meet the Goals and Needs of the district
- Presentation on the ESEA/NCLB application available on website
(http://www.education.ne.gov/federalprograms/ESEA_NCLB%20Updates.html)



Allowable Expenses

- Expenses that support the TAS or SW program
- Paying staff is strongly encouraged
- Refer to the NDE Grant Management Guidance (<http://www.education.ne.gov/gms2/index.html>)
- Refer to OMB Circular A-87 (http://www.whitehouse.gov/omb/circulars_a087_2004/)



NDE Always Needs Supporting Documentation When:

- Submitting credit card procurement charges
- Using vendors that supply items such as toys and trinkets that would be considered non-educational
- Making payments to individuals
- Requesting reimbursement for Parental Involvement Activities



NDE Always Needs Supporting Documentation When:

- Food purchases are made (be specific as to what the purchase is for—i.e. after school tutoring, parent involvement meeting, etc.)
- Purchasing computers or other items considered *Small & Attractive* (must be listed on Capital Outlay/Equipment: Operational Equipment page)
- Payments are made to a school building



Waivers to Exceed Carryover Limit

- Must submit to NDE Title I office a written request including reason for exceeding carryover and justification for request
- Available every 3 years
- *If the reason for excess carryover is due to 2010-11 ARRA funding, there is a box that can be checked on the Final Request for Reimbursement*

2011-12 ESEA/NCLB Reviewer & Title I Consultant Assignments

<u>ESU</u>	<u>ESEA/NCLB Reviewer</u>	<u>Title I Consultant</u>
1	Nancy Rowch	Pat Frost
2	Cathy Mohnike	Cathy Mohnike
3	Beth Zillig	Beth Zillig
4	Randy McIntyre	Randy McIntyre
5	Jim Lukesh	Cathy Mohnike
6	Katie Steenblock	Katie Steenblock
7	Pat Frost	Pat Frost
8	Jim Lukesh	Roger Reikofski
9	Katie Steenblock	Katie Steenblock
10	Roger Reikofski	Roger Reikofski
11	Jan Handa	Katie Steenblock
13	Mike Kissler	Randy McIntyre
15	Cathy Mohnike	Cathy Mohnike
16	Pat Frost	Pat Frost
17	Cathy Mohnike	Cathy Mohnike
18	Roger Reikofski	Roger Reikofski
19	Beth Zillig	Beth Zillig & Diane Stuehmer



NDE Title I Contacts



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